

Unitarian Universalist Church of St. Petersburg
Minutes of the meeting of the Board of Trustees
April 14, 2015

Board Members Present: Lori Price, President; Jane Fanning, Co-VP; Laurie Clement, Co-VP; Barbara Riddle-Dvorak; Reggie Craig; Cynthia Patterson

Absent, unexcused: Ian O'Hara

Guests: Rev. Jack Donovan; Sally Carville; Michael Pohl

1. Lori opened the meeting at 7:05.

2. Jane moved to approve the agenda, Reggie seconded.

3. *Minister's Report – see attached.* Jack highlighted:

a) He still hasn't heard back from the City re the church's new address.

b) The Office Manager position is being advertised, including on Craig's List. Three people have expressed interest, although none have actually applied.

c) Jack asked for suggestions on how best to handle new members' signing of the book. After discussion, it was decided that the book and informational literature would be kept in the Library. Four people would be assigned (on a rotating basis) to be present in the Library after the service to answer questions about membership and to witness signing the book. Jack will be there when he can.

4. *President's Report*

a) The last scheduled Smart Church meeting will be May 2nd.

b) Barbara Riddle-Dvorak will be out of town for a few months, beginning in May. Andrew Keith-Chirch is willing to accept the appointment to complete Barbara's 2015 term. Cynthia seconded this motion which passed unopposed.

c) Andy's expected sound system report will be presented next month.

d) Pat Fearn has been helpful when called upon regarding office procedures. She found the 2015 Annual Meeting Minutes on the computer.

e) Annual Meeting packets, including the budget, have been sent out electronically.

f) To help offset cuts to the RE personnel budget, Jack stated he would not accept his salary increase. He wishes his salary to remain at \$33,300 and the balance be added to the RE allocation. Jack believes that UUSP's growth is firmly tied to the growing excellence of our RE program. Jack was strongly thanked by the BOT and guests. It was acknowledged that he works fulltime at barely halftime pay.

g) Although Lori feels it's very important to not increase our draws on the Endowment, Darren has told her that we could take up to \$20,000 this fiscal year and still be viable.

h) Nominations for the UUA Southern Regional Leadership Conference close tomorrow. This information was only received today and it is too late to do anything about it.

i) According to Reggie, the HVAC system is now cooling all areas and the church is fully rentable. Final inspections are still needed and should occur within the next couple of weeks. Final payment has been made. Tutorial meetings will be held to explain how to work the system.

j) It has previously been discussed to have someone handle all aspects of rentals and be paid a commission. Meredith Keith-Chirch is interested in this position. Lori will talk to her about writing up a marketing plan.

k) There was some discussion about the benefits of fixing up the little house for a live-in caretaker. Reggie estimated the cost at about \$10,000. No action was taken on this.

Consent Agenda

1. Minutes for 3/11/15 were approved.
2. Jane made a motion to take the Worship Committee report out of the Consent Agenda and to discuss its recommendations later in the meeting, Cynthia seconded, motion passed.

Old Business

3. Ian has provided no information about the possible person for the Financial Review and has not responded to Lori's emails. He has also missed three consecutive BOT meetings. We need to start over in looking for someone to do a Financial Review.

New Business

4. Treasurer's Report

- a) Based on projected income and expenses, we estimate a \$10,000 deficit at the end of the fiscal year.
- b) Intergenerational Day made money on food and wants to keep it towards next year. Lengthy discussion resulted in the decision that Intergenerational Day profits should go into the church's general fund and the BOT will re-evaluate Intergenerational Day. The \$200 set aside in the budget could go for a series of activities, such as quarterly or regular intergenerational services; these activities would be coordinated by Jack, the RE Coordinator, and the RE Committee.
- c) UUA dues: We receive a pledge request card from them monthly. We have not paid our complete 2014-15 dues. We owe them \$14,000 for 2015-16 but could only budget \$1,000. Motion was made by Cynthia to pay the UUA \$1,000 in dues immediately, seconded by Jane.
- d) Sally has written up a new description of the Treasurer's duties. It is available in the red notebook that details all financial officers' responsibilities.

5. Centennial Committee Report

- a) Jack estimated that 50-60 people attended the April 12th event. "Inspiring Quotes from Our Tradition" was handed out at the event and Barbara suggested that these be added to our website.
- b) There will be a Homecoming event in the Fall and something around New Years.

6. Canvass Report

- a) Dani reported that, to date, pledges total \$103,295. Although still far short of what we need, it is significantly better than the 2014-15 pledge total of \$92,061.
- b) Dani presented Jane and Karen Frank's suggestion that public acknowledgement be made of those who increased their pledges after this past week's appeal. BOT members liked this and Dani will write a Thank You for Infonet, listing all donors' names.

c) Cynthia reminded the group that hand written Thank You notes for pledges are a nice touch. She will organize doing this.

7. Nominating Committee Report

a) The Committee has concluded its work and nominations have been sent to Michael for inclusion in the Annual Meeting packet. Jane feels they were successful in cultivating people, in getting them to think of the possibility of running for office, even if they weren't ready now.

b) No candidates could be found for Treasurer or Financial Secretary. Sally will stay on as Acting Treasurer and Dani will remain Financial Secretary with the understanding that she will not be responsible for next year's pledge drive and the position of Assistant Financial Secretary will be added to the revised Bylaws.

8. Board of Endowment Report

a) Jane attended their last meeting and found it very informative. The new financial management group gave a comprehensive report.

b) The stock donation process was spelled out. A brochure about encouraging stock donations was completed and Endowment suggested putting copies around Gilmour, in all the pews, in the new member packets and distributing it at the Annual Meeting. Cynthia volunteered to make and donate copies for the Annual Meeting. Jane will copy the How To of stocks for the Annual Meeting.

c) The proposition that we divest UUSP investments of all but socially and environmentally positive companies was discussed. The financial management company stated that at this point our investments were so small that we would have little impact and advised against making any changes; the Endowment Board accepted this decision but will keep it open for future discussion.

9. Annual Meeting Preparations

a) Cynthia and Jane will check members in and give blue cards for voting.

b) For the budget handout: add \$1600 to RE personnel budget for a total of \$10,000. The Minister's salary will be \$33,340. The line item "Intergenerational Day" will be changed to "Intergenerational Events".

c) Sally will present budget comparisons for the last four years.

10. Move To Amend

A vote as to whether to support this will be on the Annual Meeting agenda.

11. GIFT pledge reminder from Connie Goodbread

\$1,000 will be paid on this.

12. Smart Church for the upcoming year

We will not contract with Smart Church for next year because we simply do not have enough money. Jane and Jack will let Connie know.

13. *Additional New Business: Worship Committee Report*

a) Concerns have been expressed by some members about the smoke from the candles used in Joys and Concerns. Worship Committee recommends we switch to stones in a bowl or electronic candles. After thorough discussion, the BOT recommends using stones.

b) To add to a sense of unity, the Worship Committee would like everyone to use the main entrance and to have all nametags (members and visitors) kept in the main foyer. They would like Building and Grounds to provide a new, attractive, orderly holder for the nametags. There was general agreement with these requests. It was also suggested that Greeters keep the ramp door open for 15 minutes after the service begins and be aware that some may knock for admission after that.

Meeting adjourned at 8:40.

ACTION ITEMS

1. Lori will speak to Anne Justiss about Intergenerational Day.
2. Cynthia will organize Thank You notes for pledges.
3. Dani will write Thank You for increased pledges for Infonet.
4. Lori will speak to Meredith about rentals.
5. Cynthia will provide stock donation brochures for Annual Meeting.
6. Jane will provide How To outline re stocks for Annual Meeting.
7. Cynthia will purchase 15 books for new members. (I know: there's no reference to this in the previous notes. If it was discussed I missed taking notes on it but it was listed by the group as an Action Item.)

Respectfully submitted,
Dani Skrzypek
Temporary Clerk to the BOT

